

Workplace Alaska

Class Specification Cartographer III

Created:
10/06/1997 by Rick Davis
Finalized on:

AKPAY Code: P8416
Class Outline Cat: B
Approved by:

Class Code: PK0813
Class Range: 16
Class Status: Active

Category:
Original Date: 08/04/1967

Class Title: Cartographer III
Use MJR Form: Standard

Original Comments:
ESTABLISHED

Subsequent Revision Dates/Comments:
06/01/92 - Complete Revision (CDS)
09/28/2001 - Audited (kgarrett)
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

Last Update: **EEO4:** B **SOC:** 17-1021 **Census:** 02

Last Update Comments:

Definition:

Under direction, supervises and participates in the production of a variety of maps and other graphic designs.

Distinguishing Characteristics:

This is the lead level with responsibility for supervising large and complex mapping and graphic assignments through the work of at least two subordinate journey level cartographic OR one journey level cartographic AND one publications staff members.

Examples of Duties:

Supervises subordinate cartographic, and publications staff in the production of maps and other graphic material.

Organizes and tracks to completion, reports for publication, including supervision of typing, editing, graphic arts, cartography, and paste-up.

Performs project planning including providing cost and production time estimates. Monitor progress and reviews work completed by private consultants on projects that require multi-overlay mapping, graphics, illustrations and printing.

Supervises, evaluates and trains personnel.

Writes printing specifications and select bids.

Digitizes information from a mylar representation or from a data processing tape file. Produces draft and camera ready maps and graphics using plotters, photographic equipment, and by hand.

Edits draft maps and graphic products to ensure that all information is portrayed accurately.

Performs scribing (engraving) and prepares peelcoat and rubylith separates for color separation.

Creates maps using a variety of software programs such as AutoCad, ArcInfo and EDS STRINGS for land or wildlife management, or community or highway planning.

Selects and orders air photo base maps to prepare maps of boundaries and other community planning maps.

Prepares graphics and illustrations used in hearings and publications.

Knowledge, Skills and Abilities:

Thorough knowledge of different mapping methods using both manual and automated cartographic techniques.

Thorough knowledge of principles, practices, and current developments in the field of cartography.

Thorough knowledge of procedures and techniques used in compiling and portraying cartographic information.

Thorough knowledge of the methods of map registration to assure that the information layers maintain accurate alignment.

Considerable knowledge of photographic and printing processes.

Ability to perform project planning involving subordinate staff from conception to finished product.

Ability to instruct, supervise and evaluate employees.

Ability to organize work processes and select work methods and procedures for maximum efficiency.

Ability to create a variety of maps and graphic information using manual and automated means.

Ability to determine the most effective and efficient method of portraying graphic data from written and oral instructions or concepts.

Ability to communicate effectively with others, both verbally and in writing.

Minimum Qualifications:

Five years of cartographic or drafting experience including one year of journey level computer assisted map production as a Cartographer II with the State of Alaska or the equivalent elsewhere.

College course work in Cartography or Geography will substitute for the general cartographic experience, on a year-for-year basis but there is no substitution for the one year of journey level computer assisted map production experience.

Required Job Qualifications:

(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)

Special Note:

Minimum Qualification Questions:

Do you have five years of cartographic or drafting experience?

AND

Does this include one year of journey level computer assisted map production compiling and producing a variety of maps and other graphic designs? This experience is equivalent to a Cartographer II with the State of Alaska.

Or Substitution:

Do you have four years of any combination of college course work (3 semester hours or 4 quarter hours equal one month of experience) in cartography or geography and/or cartographic or drafting experience?

AND

Do you have one additional year of journey level computer assisted map production, compiling and producing a variety of maps and other graphic designs? This additional experience is equivalent to a Cartographer II with the State of Alaska.